



Remote Learning Policy

Article 28: Every child has the right to an education.

Article 17: 'Children have the right to get information that is important for their well-being, including from computers. Adults should make sure that the information they get is not harmful.'

Date of Review: February 2021

Date of Next Review: Summer 2021

- This annex should be read in conjunction with the school's Acceptable Use Policy, eSafety Policy, Safeguarding Policy and other relevant policies and procedures.
- During the Covid-19 pandemic safeguarding children continues to be a priority.
- Unless stated otherwise all existing policies, procedures and guidance continue to apply.

When is Remote Learning offered?

Remote learning will be offered when self-isolating or during periods when the government expects only children of key workers and those that are vulnerable to attend school. Self-isolation is when you stay at home because you have or might have Covid-19. A move to remote learning will also take place when either a year group or the whole school will be closed due to individual/s testing positive for Covid-19 and others will have to self-isolate due to being a close contact. It may also occur in the event of national lockdowns which have been implemented by the government.

What types of Remote Learning are provided?

- Activities set through the online learning platforms. Daily activities will be uploaded when school closure is in place
- Activity pack for individual self -isolation
- Exercise book and writing tools provided

Online Teaching Platforms

For our online teaching and learning we use a variety of platforms.

KS1 have daily tasks and activities sent through Seesaw. Seesaw is a platform where teachers can set activities for children to create, reflect, share, and collaborate. Children can show their knowledge and skills using photos, videos, drawings, text, PDFs, and links. It is simple to view their work and share with families, and nothing is shared without teacher approval.

Early Years promote their daily tasks and activities through Evidence Me. Evidence Me is an app-based observation system that enables you to provide real-time evidence of learning that helps you improve the quality and consistency of formative assessment. Parents are able to share learning using the app. Using the camera on a phone or tablet allows parents to take snapshots of learning as it happens, wherever that may be, and add up to 10 photos or videos to each observation.

Purple Mash is available for all children to use. It is an online space from 2Simple that hosts a mix of curriculum focused activities, creative tools, programs and games to support and inspire creative learning every day. As Purple Mash is online, children can continue their learning anywhere and anytime. Each user receives an individual login to save and retrieve their work.

Children are accessing technology and the internet increasing more as we continue this remote learning. It is important to continue to communicate the importance of e-safety with both children and parents and promote ways to stay safe when online. We need to ensure that we promote the importance of what to do and who to tell if children come across anything online that makes them feel worried, scared or sad.

Marking and Feedback

The work which is uploaded by the children on Seesaw and Evidence Me will be acknowledged by staff. Comments will be recorded through voice memos or written feedback and next steps will be provided where necessary.

Assemblies, Class Story Time and Targeted 1:1 Sessions

As part of our remote learning provision, we will be offering a range of supportive learning through Zoom. Assemblies for KS1 will take place every Friday. Year 2 will be at 10.30am and Year 1 will be at 11am. Each week, a new meeting ID and passcode will be sent to parents via Seesaw.

Class Story Time will also take place weekly. This is where the class teacher will have a weekly meeting with the children in their class. There will be a chance to share a story with the children, but it will also provide an opportunity for the children to see each other and share their news.

1:1 targeted support sessions will occur weekly. This support is provided by a teaching assistant and will be used to support targeted children with their remote learning in the subject that its felt will be most beneficial.

Support on using Zoom safely has been included in Appendix 1.

Working Remotely – guidance for parents/carers and children

When working remotely, parents and carers should follow these points:

- Where possible, it is beneficial for children to maintain a regular and familiar routine. We would recommend that for each 'school day' you try to maintain structure and timings of a 'normal' school day. We do however understand the pressures of working families and appreciate that some families will need to adapt this timetable.
- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support children with work encouraging them to work with good levels of concentration.
- Should accessing work be an issue, parents should contact school (via the email address: support@elmwood-inf.croydon.sch.uk) promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.
- We encourage parents to supervise the independent activities.
- To ensure work is posted on Seesaw or Evidence Me daily or weekly
- To be aware that you will be contacted weekly by your child's class teacher by phone.
- Contact may be made via Seesaw or Evidence Me if you have been uncontactable by telephone.
- To regularly check the 'Covid-19' tab and the 'Year Group' page on our website for up to date information and access to our home learning packs.
- Make the school aware if your child is sick or is otherwise unable to complete work
- Seek help from the school if you need it. We are here to help in these unprecedented times.

Websites to visit to find out about staying safe online:

- NSPCC: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

- CEOP - Reporting online abuse: <https://www.ceop.police.uk/safety-centre/>
- NSPCC AND 02 – information about apps: <https://www.net-aware.org.uk/>
- Digital Resilience - a video discussing how to support young children online: <https://www.youtube.com/watch?v=yLoe0xUh7vY#action=share>
- Internet Matters – supporting families on ways to stay safe online: <https://www.internetmatters.org/>
- Swiggle – a child friendly search engine: <https://swiggle.org.uk/>

Working Remotely – guidance for staff

When working remotely and contacting families, all staff must adhere to the following points:

- Block mobile or house phone number, using 141, so that parents do not have access to a personal number.
- Do not do tutorials on a 1:1 basis.
- Consider what is around you when you take a video of yourself (remove personal photos from the background etc).
- Only use authorised platforms (Seesaw, Evidence Me, Purple Mash etc).
- Ensure privacy settings for Zoom/Teams are used.
- If using a home computer, make sure you are following GDPR and keeping data safe.
- When taking part in Zoom meetings etc, there should not be family members in the room if discussions are about children.
- When communicating with colleagues use WhatsApp with professional integrity.
- Do not leave remote access open on a home computer for family members to access.
- Maintain privacy online.
- Note that children and parents/carers may search for staff online, so it is important to consider your personal online presence (including the use of your real name) and to adjust privacy settings.
- Avoid including workplace or work contact details on social media profiles. Listing your school as a place of work on a social media profile that is public may increase the likelihood of being identified by children and parents/carers. It might also link a personal online profile with the school.
- Ensure you are regularly sharing online safety tips with parents and promote website such as thinkyouknow.co.uk, childnet.com, internetmatters.org and nspcc.org.uk for online safety advice.

Access to devices to support Remote Learning

In exceptional circumstances we are providing laptops to help children and families access remote education. These laptops will be available for families who have no access to remote learning through a technological device.



Appendix 1

Staff Guidance - Using Zoom Safely

Zoom is one of the leading video conferencing software apps. It enables you to virtually interact with people when in-person meetings are not possible, either by video or audio-only or both, all while conducting live chats - and it lets you record those sessions to view later.

What can you do on Zoom?

- One-on-one meetings: Host unlimited one-on-one meetings even with the free plan.
- Group video conferences: The free plan allows you to host video conferences of up to 40 minutes and up to 100 participants.
- Screen sharing: Meet one-on-one or with large groups and share your screen with them so they can see what you see.

Things to take into consideration when delivering a live session through Zoom:

- Work in a quiet room, with minimal background noise and distractions
- Targeted support sessions undertaken by teaching assistants must be held in school
- It is good practice to mute the microphone of anyone who is not speaking to avoid background noise and allow the audience to stay focused on what is being delivered
- Ensure all children treat it as learning time
- Ensure children are dressed and in a suitable place
- Think about how you want the children to talk/ answer questions
- Think about the language you are using to explain zoom features such as mute. Do the children understand what this means?
- Think about your positioning and background
- Create a new meeting ID and passcode each time for added security
- If reading a story, choose carefully. You do not want one too long otherwise the children may become distracted
- Ensure an adult is with them to support them on Zoom
- Do not forget to include the children who are in school too. They really liked getting the chance to see their friends
- Be clear with what you want to deliver for each session
- Have someone else in the zoom session with you to support you with the technical side, such as admitting people in from the waiting room. Or have someone in the room with you/nearby to help with any issues which may arise
- Zoom sessions must be held on a school computer/laptop and not through mobile phones
- Sessions should not be recorded
- With gallery view, you see up to 49 meeting participants at once, rather than the default 25, depending on your device. If you want to view 49 people, you will need the Zoom desktop app to make the changes. Once you have the desktop app installed on your computer, you must go to Settings and click Video to display the video settings page. Then, enable the option "Display up to 49 participants per screen in Gallery View",
- Look at the camera to create eye contact with your children,
- Speak as if you are face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience,
- When delivering a presentation, sharing images, files or video, give everyone a moment to open or take in what you've shared

- Embrace the pause. Take a moment after the end of your comments and allow for the audience to engage before continuing on
- Not only are you able to share your screen but also pause your screen sharing. Simply press 'Pause Share' when you do not want your meeting participants to watch you mess around your presentation slides
- Zoom-bombing is a new trend to be aware of. This is where the unwanted, disruptive intrusion, generally by Internet trolls, into a video-conference call. In a typical Zoom-bombing incident, the session is hijacked by people verbally saying indecent comments or by taking over screen sharing and sharing indecent images. The use of a waiting room adds in extra security to ensure this does not happen,
- Make sure you 'Enable Waiting Rooms' before your session. This is so that you are aware of who you are admitting into the session beforehand,
- When undertaking the targeted support sessions or class story time sessions, the use of chat should be disabled.
- If you are creating a zoom account, do this using your school email address and not a personal one.
- Get participants to change their name on their screen to the child's name so you are aware of who has joined
- When displaying your screen name ensure it says your teacher name.
- Make sure your Year Group Leader knows exactly when your zoom meeting is taking place each week.

Concerned about anything you see? End the zoom call immediately and speak directly to a Designated Safeguarding Leader as soon as you possibly can.

Appendix 2

Using Zoom Safely



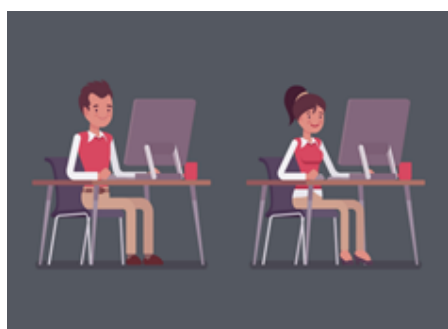
Do make sure that there is an adult in the room supervising at all times.

Make sure there is nothing around your child which may cause others to be offended.



Do make sure that everyone in the house is fully dressed, including toddlers.

Make sure that children are given the time to enjoy the zoom event and are not distracted by other siblings.



Do make sure that children are ready for the session, sitting upright and your device is located on a desk or table. This is to ensure children understand that it is learning time.